PRESENT: Cllr Mrs M Brace (Mayor)  
Cllr S Hancock  
Cllr M Harry  
Cllr R Howells  
Cllr B Phelan  
Cllr Mrs J Rayner  
Cllr P Smith  
Cllr Mrs J Wilson  
Cllr P Wonnacott  

APOLOGIES: Cllr Mrs H Richards  
Cllr D Stolliday  

ABSENT: Cllr B Rothero  

573 DECLARATIONS OF INTEREST  
None received.  

574 MINUTES OF THE LAST MEETING  
The minutes of the meeting held on 2\textsuperscript{nd} November were proposed and seconded. They were agreed as a true record.  

575 MATTERS ARISING  
The following matters were raised:  
a) MINUTE 567: The clerk was asked to check when the work on the box and the anti-climb bracket had been carried out on the CCTV unit so that the fencing could be removed. The cameras outside the council office are operational and the clerk was asked to check whether any heavy lorries were coming through the town by checking the recordings.  
b) MINUTE 568: The Clerk was asked if any developments had been made with a Town Guide and she reported that information would be provided in the January meeting.  

576 MAYOR’S REPORT  
The Mayor submitted the following report:  

4\textsuperscript{th} November 3.00 pm Met with James Cotton Marina Manager with view to sponsoring or donation to the Play Park. No reply as yet 3.45pm Met with Clerk.
6th November: Twinning meeting, Chairman William Mc Garvie’s first meeting. Cllr Judith Wilson was elected as Treasurer, Cllr Margaret Brace accepted the position of Acting Secretary. There were 19 people in attendance a very positive meeting with a lot gained regarding visits and exchanges with the different groups in attendance.

8th November: 11.00am Attended Milford Haven Remembrance Service  2.00 Attended our own Remembrance Service, which was very well attended.

9th November: Finance Policy and Strategy Meeting.

11th November 11.00am Neyland Cenotaph in attendance Rev Canon Chadwick, Bugler Robert Weygood Neyland Community School and members of the public Thanks go to the Councillors who attended.

12th November: 10.30 Met with Chris King with regard to presentation for Bravery. Clerk in attendance.  3.30pm: Meeting at H.O.P.E

17th November: 6.00pm Met with Beavers and Cubs, Youth Club and Cadets re Miscellany

18th November: 7.00pm Council meeting with Bernadine Rees and other members of the Health Board

19th November: Neyland Community School Fete.

21st November: Table at St Clements afternoon tea for H.O.P.E.

24th November: 11.00am Cheque Presentation at H.O.P.E

25th November: 7.00 pm Presentation evening for Bravery award in conjunction with Llanstadwell Community Council and Seaman’s Mission who presented the award to a very brave and courageous man Martin Williams.

27th November: Mayors Charity night thanks to the Cllrs who sent apologies and also to Cllrs and our Clerk who made donation. Mayor and Consort of Haverfordwest, Mayor and Mayoress of St David’s and Deputy Mayor and Cllr of Pembroke Dock attended plus groups associated with the Twinning programme. Quite embarrassing when asked where are your Cllrs it is for the Mayors Charity!!

30th November:11.00 am Visited VC Gallery with Mayor of H/West, Cllr Tom Tudor and other representatives of organisations. Quite impressed with what Barry John and VC is successfully achieving with many people already being helped.

1st December: 7.00pm Neyland Theatre Group Pantomime.
6th December: Town Council Miscellany. Thanks to the Cllrs who attended and my grateful thanks to Cllr Rayner for the food and Cllrs Judith and Geoff Wilson and Jane our Clerk for overseeing the refreshments which was much appreciated. Supporting Neyland were the High Sheriff of Dyfed and His Lady, Cllr Wynne Evans and His Lady, Mayor and Mayoress of Narberth and Sheriff of H/West and His lady with great support from parents and families of the Children and musicians who took part. A successful evening.

You will see a selection of presents bought at reduced prices by Town Council for the Father Christmas visit on 18th December. Arrangements to be finalised this week.

The Christmas lights again are looking wonderful.

Volunteers requested please to decorate tree at St Clements Church – the Mayor and Cllr Mrs J Wilson agreed to carry this out.

Lastly, I would like to thank Cllrs and Jane for all your support in attending a lot of extra meetings allowing us to really move forward with the positive decision that were made.

I wish you and your families a Merry Christmas and a Healthy and happy New Year

RESOLVED: That the Mayor be thanked for her comprehensive report.

577 POLICE REPORT

Nothing to report.

578 PUBLIC

No public present.

579 YOUTH ISSUES

The Mayor reported that the Miscellany Service had been well attended by the people of the town as many young people from Neyland took part.

580 REPORT BY CTY CLLR SIMON HANCOCK

Cllr Hancock submitted the following report:

Meetings:
Social Services Policy Group, Cardiff
Strategic Planning and Board, Care & repair Board
Dismissals Committee, Neyland Community School
Care Council for Wales
Housing consultation exercise at Windsor Gardens
HDUHB Board seminar
Pembrokeshire Voices for Equalities meeting
Board of Management, Pembrokeshire Learning Centre
Chair’s meeting with Independent members of the HDUHB
Board of Pembrokeshire Historic Buildings Trust
Safeguarding Overview and Scrutiny Committee PCC
Older Person’s Health and Wellbeing O&S Committee
Business Planning and Performance Assurance Committee HDUHB
Reception at County Hall for Neyland Ladies Choir
White Ribbon DV Awareness Day event at Haverfordwest
Members seminar on Scolton Manor at Scolton
Public Board, HDUHB
Full Pembrokeshire County Council
PCC Corporate Equalities Strategy Group
Information Governance Sub Committee HDUHB
PCC Cabinet
Let’s Talk Health event at Narberth
Christmas fayre organised by Stepping Stones at the PLC (College)
Meeting with head of Adult Services to discuss impending CSSIW inspection
Torch Theatre Board
Standards and Curriculum Sub-committee of Sir Thomas Picton School
PCC Adult Protection Committee

Correspondence

- I recently received a letter from Ben Blake regarding a proposed parking prohibition for loading and unloading at any time outside the Premier Stores in High Street.
- I have asked the Traffic Management department of the county council at the behest of the police to secure data on traffic speeds on the promenade. The analysis shows slower speeds than was anticipated.
- Planning Application 15/0918/PA 5 Trafalgar terrace conversion of a garage into a dwelling.

Ward Issues

- I am currently dealing with 5 housing accommodation issues at the moment.
- Last week the county council cabinet agreed to contribute £250,000 to the Neyland Hub facility at the Athletic Club, recognising the enhancement of community facilities.
- The pothole in back lane between the Premier Stores and Riverside Avenue has been rectified.
- I have had confirmation that the signs for the wooden sculpture on Brunel Quay have at last been ordered.
- Repairs to the outside of Neyland Library with some of the lettering blown away have been reported.
I have asked for the road surface of Hill Terrace to be inspected. I hope this leads to a full resurfacing.

The council are pressing the tenants of the Army Cadet Hall to externally decorate the premises which looks rather dilapidated.

Cllr B Phelan asked about Windsor Gardens and Cllr Hancock replied that this was a complicated matter as there will be changes in what has to be paid.

Cllr M Harry asked if PCC will be housing any Syrian refugees and Cllr Wilson asked where they would be housed. Cllr Hancock asked if this matter could be discussed at the January meeting.

**RESOLVED:** That Cty Cllr Hancock be thanked for his report.

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**581**

**REPORT OF CTY CLLR PAUL MILLER**

Cty Cllr Miller was not present and no report had been received.

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**582**

**REPORT OF THE FINANCE, POLICY AND STRATEGY COMMITTEE**

The following report was submitted:

**REPORT OF A MEETING OF THE FINANCE, POLICY AND STRATEGY COMMITTEE HELD ON MONDAY 9TH NOVEMBER 2015 AT THE COUNCIL OFFICES, NEYLAND AT 7.00PM.**

**PRESENT:**

Cllr Mrs M Brace (Mayor/Chair)
Cllr M Harry
Cllr Mrs J Wilson

**APOLOGIES:**

Cllr Mrs J Rayner
Cllr D Stolliday
Cllr B Rothero

**ABSENT:**

Cllr S Hancock

**DECLARATIONS OF INTEREST**

None received.

**UPDATE ON ACCOUNTS TO 31ST OCTOBER 2015**

The following documents were circulated:

a) The Bank Account Reconciliations Summary showing bank balances as follows:

- Current Account £8,742.94
- Saver Account £8,416.08
b) The Financial Statement – Cashbook showing receipts of £46,437.24 and expenditure of £49,603.50 (net).
c) A Financial Budget Comparison showing the amount in the budget, the actual net amount of income and expenditure and the balance remaining under each heading.

The total budget for income was £66,705.06, the actual income received was £43,802.18 and the balance to be received was £22,902.88. The total budget for expenditure was £65,835, the actual net expenditure was £49,603.50 and the balance to be spent was £16,231.50.

The above figures were accepted and it was agreed that a meeting be held on Monday 14th December at 7.00pm to set the draft budget for 2016-2017.

Recommended: That the figures as above be accepted.

That a meeting be held on 14th December to set the draft budget for 2016-2017.

REQUEST FROM LLANGOLLEN INTERNATIONAL EISTEDDFOD

A request had been received from the above organisation asking for a donation towards the 2016 Eisteddfod. It was agreed that we are unable to support this event as it does not benefit anyone from this area.

Recommended: That no donation be made.

REQUEST FROM NEYLAND & DISTRICT PENSIONERS

A request had been received from the above organisation requesting a donation towards their Christmas lunch. It was agreed that a donation of £50.00 be made.

Recommended: That a donation of £50.00 be made.

ANNUAL CIVIC LUNCHEON

It was suggested that a civic luncheon, rather than an afternoon tea be held each year following the Mayor’s civic service in line with other Town Councils in Pembrokeshire and that it be held in the late morning. This meal would be paid for from Council funds as it has recently been agreed that Council will pay for all civic events held. The Mayor of the day however will pay for his/her own personal guests from the Mayor’ allowance.

The clerk would take responsibility for the arrangements for this luncheon and would be able to work additional hours if required. There would also be a limit set of £1,500 which would be budgeted for each year.
Recommended: That a Civic Luncheon be held each year following the Civic Service which will be held in the morning.

That the Council would pay for all councillors and civic guests and the Mayor would pay for all personal guests.

That the clerk be asked to make the arrangements for the lunch and that additional hours may be worked if required.

That a limit of £1,500 be set.

**PCC CONSULTATION ON ENGLISH MEDIUM EDUCATION IN HAVERFORDWEST**

A consultation is being carried out by PCC relating to the provision of English medium secondary education provision in Haverfordwest. After a short debate members considered that they would prefer the provision of education in Haverfordwest to remain as it is with six form pupils remaining at school rather than going to a sixth form college.

Recommended: That this council is of the opinion that the schools should retain sixth form students and that they do not attend a sixth form college.

**PCC ACTIVE TRAVEL CONSULTATION**

The County Council are consulting on what we think about the existing walking and cycling routes within Neyland (marked on map provided) and whether any other routes should be included. Members agreed that they are happy with the present walking and cycling routes within the town but felt that access to Neyland from Honeyborough was very dangerous for cyclists and would like to see a new cycle route there, particularly in view of the new cycle route proposed at the Neyland Community Hub.

Recommended: That Council respond that they are happy with the present routes in Neyland but would like to see a new cycle route coming in to Neyland from Honeyborough.

**CONSULTATION ON DRAFT PUBLIC SERVICES OMBUDSMAN (WALES) BILL**

It was agreed that as the response was not due until 14th January that this be discussed at the next meeting.
GROUNDWORK FUNDING FOR COMMUNITY GREEN SPACES

Information has been received from Groundwork Wales regarding a local community green space project which will fund capital projects that provide community benefit and have free and open access to all members of the community for a minimum of six days a week during daylight hours. It was agreed that application should be made for funding for an appropriate project within Neyland which will be identified by the committee.

Recommended: That an application be made for funding for a suitable project within the town.

GROW WILD COMMUNITY PROJECT FUNDING

Information has been received regarding funding for community groups to apply for funding from Grow Wild to create inspiring spaces. Supported by the Big Lottery Fund, Grow Wild motivates communities to come together to transform local spaces by sowing, growing and enjoying UK native wild flowers. It was agreed that this Council should apply for funding to a suitable area of the town.

Recommended: That an application be made for funding from the Grow Wild project for a suitable area of the town.

PROTECTING AND IMPROVING PLACES WHERE PEOPLE WALK

Information has been received from OVW advising that Ramblers Cymru are keen to work with Community and Town Councils to help them understand and exercise their rights to help protect and improve paths in our area. A guide to public paths is available which suggests 10 ways in which councils can promote local paths. Councils are advised to contact the local Group Footpath Officer for assistance.

Recommended: That a copy of the guide be obtained and that contact be made with the local Group Footpath Officer for advice.

GREEN PAPER ON HEALTHCARE SERVICES IN WALES

The WAG is currently consulting on a Green Paper which looks at improving the quality of healthcare in Wales and asks for views on a range of topics. The WAG want to know whether changes in the law are needed in order to more effectively deliver services. A consultation response form is provided for responses by 20\textsuperscript{th} November 2015.

Recommended: That a response be sent following the meeting with the Chair of the Hywel Dda Health Board on 18\textsuperscript{th} Nov.
ANY OTHER INFORMATION

a) The Mayor advised that Cty Cllr Paul Miller had drafted a reply to a request from the Welsh Govt for a letter of support for their application for funding for the Neyland Community Hub. It was agreed that the Mayor, Cllr M Harry and the Town Clerk would base a response on the information Cllr Miller had provided.
b) The Council had been invited to take part in the Church Christmas Tree competition and it was agreed that Council’s tree would be dressed on the theme of France.
c) The area of land where the old school was located was discussed and concern was expressed as to the type of housing that would built there. It was agreed that some enquiries be made with PHA.

There being no further business the meeting closed at 8.15pm.

END OF REPORT

The following points were raised:

The Mayor left the chamber for discussion on the reimbursement of monies paid for her Civic Luncheon.

a) It was agreed that the Mayor be reimbursed the costs of the Civic Service in July except for her own personal guests.
b) Cllr Harry gave an update on developments with the Neyland Community Hub.

RESOLVED: That the report be accepted.

583 BANK BALANCES

The bank balances to 30th November 2015 were given as follows:

Current Acct  -£6,686.88 (a Precept payment was expected imminently)
Saver Acct    £8,416.08

584 ACCOUNTS FOR PAYMENT

Accounts for payment totalling £15,054.96 (net) were approved for payment and receipts of £2,282.86 agreed.

585 REPORT OF THE TOWN CLERK

The following report was received:

1. The planning application for the Neyland Community Hub will be heard by the Planning and Public Rights of Way Committee on Tuesday 15th December at 10.00am.
2. A new Traffic Order has been received for proposed waiting restrictions in the region of the pedestrian railings located on High Street. Parking at this location reduces the available carriageway width which makes two-way flow difficult on the bend. Reports of damage to parking vehicles as a result have been raised which is claimed to be as a result of this parking. Comments required by 8th January 2016.

3. A letter of thanks has been received from the Neyland Pensioners Association for our donation of £50 towards their Christmas lunch.

4. Notification of changes to refuse and recycling collections over the Christmas and New Year period. Collections which would normally be made on Friday 25th December will take place on Sunday 27th December and collections normally made on Friday 1st January 2016 will be made on Saturday 2nd January 2016.

5. PLANED have offered us the opportunity to draw up an action plan for the town by inviting residents, businesses groups etc to attend two interactive public workshops that explore what local people would like to see developed that would enhance life in their community. If we are interested in holding these workshops we should contact PLANED by 29th February 2016.

6. A meeting of the Finance, Policy and Strategy committee will be held on Monday 14th December at 7.00pm to discuss a draft budget for 2016-2017.

7. The Father Christmas visit to Neyland will take place on Friday 18th December with a tour of the town from 5.00pm with carol singing by the Churches Together choir on Policeman’s Bank and then at the Athletic Club from 5.30pm.

8. The office will be closed over the Christmas period from Thursday 24th December and will re-open on Monday 4th January 2016 when a Full Council meeting will be held at 7.00pm.

9. May I take this opportunity to wish all councillors and their families a very happy Christmas and a healthy and successful New Year.

   It was agreed that Cllr M Harry would attend the planning committee for consideration of the Neyland Hub application at County Hall on behalf of Council and would speak on Council’s behalf.

   There were no objections to the proposed waiting restrictions on the High Street.

   RESOLVED: That the clerk’s report be accepted.

586

CLLRS EXCHANGE OF INFORMATION

a) Cllr Mrs J Wilson advised that instead of sending Christmas cards within Council, that donations be made to Water Aid instead.

b) Cllr Mrs J Rayner advised that the white lines required re-painting in the disabled bays in town.
c) Cllr P Wonnacott advised that the wall at the entrance to the old College was still covered in brambles.

d) The clerk advised that the front and rear doors to the Council Offices would be kept locked in future during office hours. There would be a chain on the front door and the bell should be rung in order to gain admittance. These measures were for safety and security reasons.

e) The Mayor advised that the gate at the play park had been lifted off its hinges and that Bizzy Play had replaced it. A padlock was required and the clerk would see to this.

f) The street light outside of the Mayor’s home was out and should be reported to PCC.

g) It was agreed that the flags outside of the council building should be removed during the winter months.

h) The Mayor showed members an example of the glass trophies to be purchased and the Council badges to go on these.

587 DATE OF THE NEXT MEETING

It was agreed that the next meeting should be held on Monday 11th January 2016 at 7.00pm rather than 4th January as this was the first day back after the Christmas break.

Signed........................................Mayor........................................Date

Signed.................................................Clerk